

Equality of Opportunity for Employment



**Ontario
Civil Service
Commission**

**Ontario Women
Crown Employees
Office**

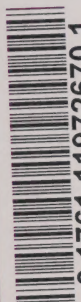
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Analysis

computer systems development available for experienced who will participate in a major incorporating commercial motorcycles and mopeds into the vehicle system.

Our existing computer an IBM 370/168 which provides 24 government and law enforcement through hard-copy and Location: Downsview.

Our existing computer system is an IBM 370/168 which provides 24 hours a day service to government and law enforcement through hard-copy and teletype. Location: Downsview, Ontario.



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ns Analysts

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position, you will undertake studies; create feasibility studies; detailed computer systems and designs; participate in initiation of new projects; the analysis and design of commercial vehicles, and more. File TC 79-123.

Qualifications: Experience with commercial systems; on-line knowledge of data base methodology; 3-5 years related experience; excellent interpersonal communication skills.

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and prepare computer programs; assist in the implementation of studies; modify existing programs; prepare documentation/training materials for commercial systems; prepare documentation/training for commercial vehicles, motorcycles and moped automation. File TC 79-124.

Salary is
qualifications
may be considered.
Candidates with less
relevant experience will not
as acceptable candidates. The
term contract opportunities will
lead to some permanent positions.

Qualifications: Experience in assembler, PL/1, IMS, TSO; program documentation/flow-charts/testing/acceptance; 3-5 years relevant work experience on larger commercial applications.

Please submit application/resume by April 12, 1979, quoting appropriate number to: Recruitment Support Personnel Branch, Ministry of Transportation and Communications.

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Ontario

Ontario Civil Service



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Selecting the right job is an important decision for you, the job applicant.

Hiring the right person for a particular job is an equally important decision for the manager.

This pamphlet provides a brief outline of the selection process used in making a hiring decision in the Ontario Civil Service.

As an employer, the Government of Ontario provides equality of opportunity for employment regardless of race, creed, colour, sex, marital status, nationality, ancestry, place of origin, age (18-65) or physical or mental handicap consistent with the applicant's ability to do the job. Jobs in the Ontario Civil Service are filled by qualified applicants on the basis of merit.

The Participants

Those involved in the selection process generally include the manager of the position being filled, and a personnel officer. The selection board may include the women's advisor and others required to provide expertise in specific areas. These participants constitute the selection board.

The Steps in the Selection Process

Each of the following steps is included in the selection process:

- ☐ Determining selection criteria
- ☐ Advertising the vacancy
- ☐ Screening the applications
- ☐ Conducting selection interviews
- ☐ Evaluating the candidates interviewed
- ☐ Making a selection and job offer

Determining Selection Criteria

The selection board identifies the skills, knowledge and abilities that an applicant would need in order to meet the requirements of a position. These skills, knowledge and abilities are commonly called selection criteria. They represent a full and complete picture of all the factors involved in successful job performance.

After the selection criteria are established, the job advertisement is prepared.

Advertising the Vacancy

The job advertisement must provide the applicant with relevant information outlining:

- ☐ the duties and responsibilities associated with the job;
- ☐ the types of skills, knowledge and abilities required to do the job;
- ☐ location of the job and other details of interest to the applicant such as travel involved, etc.

The ad also indicates whether the competition is restricted or open. In a restricted competition, only civil servants are eligible to apply. In an open competition, employees including civil servants, unclassified staff, and crown employees as well as the general public are eligible to apply.

Ads may appear locally, within a ministry, in *Topical* or *Job Mart* or externally. When advertising a job, the manager determines the area of search necessary to attract a sufficient number of eligible and qualified applicants from which to make a selection.

Screening the Applications

If you submit an application or resume in response to a job ad it is acknowledged and initially screened to ensure eligibility for inclusion in the competition.

Further screening is done to determine whether or not you fulfill the qualifications specified in the job ad.

This underlines the importance, when preparing a job application or resume, of clearly describing your skills, knowledge, abilities, education and/or experience as they relate to the requirements stated in the job ad.



Conducting Selection Interviews

The selection interview serves a number of important purposes.

For the selection board, it provides an opportunity:

- ☐ to gather information about the skills, knowledge and abilities of those interviewed in relation to the selection criteria;
- ☐ to describe the job in more detail;

For you, it provides an opportunity:

- ☐ to expand on your qualifications as related to the selection criteria;
- ☐ to seek additional information about the job.

To gather more information about your qualifications, the selection board usually asks a series of job-related questions based upon the predetermined selection criteria. The same areas are covered with each candidate.

Certain types of questions are prohibited according to the provisions of the Ontario Human Rights Code. Information concerning illegal questions is contained in the pamphlet *Human Rights in Employment*, available from the Ontario Human Rights Commission, Ministry of Labour.

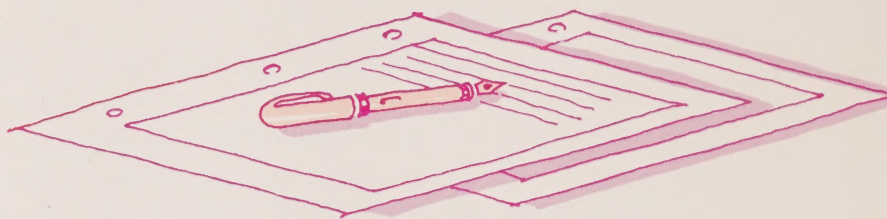


Evaluating the Candidates Interviewed

Evaluation of the candidates is a two-stage process involving rating and ranking.

Rating

Rating is the process by which each member of the selection board assesses the information provided by each person interviewed against the selection criteria.



Ranking

Ranking is done after the rating procedure has been completed and is quite different from rating. Ranking is the process by which members of the selection board compare the qualifications of *all* the people interviewed, *one against the other*. In ranking the candidates, the selection board continues to use the selection criteria as the basis for comparing the qualifications of the various candidates.

Prior to making a final selection, the selection board may build in additional steps, such as a second interview, or job-related reference checks, in order to gain a more complete picture.

The Job Offer

After rating and ranking, a selection decision is made and the successful candidate is offered the job verbally. If the job offer is accepted, a letter confirming the job offer and the conditions of appointment is forwarded to the successful candidate.

The unsuccessful candidates are notified that they were not selected.

It is hoped that this information will give you, the job applicant, a more complete picture of the selection process and that it will help you participate effectively in that process.

For further information regarding the selection process, contact your Personnel Branch or your Women's Advisor.



